SENIOR ADMINISTRATIVE EXECUTIVE

SCHOOL/UNIT
Jeffrey Cheah School of Medicine and Health Sciences

CLASSIFICATION
HEW Level 6A

WORK LOCATION
Sunway campus

ORGANISATIONAL CONTEXT

Monash University is Australia’s largest university, and member of the prestigious Group of Eight research intensive universities. Monash consistently rates in the top 100 universities in the world.

Monash University Malaysia is Monash’s third largest campus, with over 8000 students and 900 staff. We are a comprehensive campus offering degrees in business, engineering, medicine, science, information technology, pharmacy, social science and humanities. We are rated among the very best universities in Malaysia, and the quality of our research output positions us among the very best universities in Southeast Asia.

Monash University Malaysia provides Monash University with a platform for scholarly engagement with the dynamic Southeast Asia region. We are located in greater Kuala Lumpur, in the Klang Valley, one of the region’s industrial hotspots. We sit in the heart of the rapidly developing economic corridor linking Singapore, Kuala Lumpur, Bangkok and beyond. Our education and research is oriented towards deep engagement with this dynamic social and industrial landscape.

In 2018 we celebrated our twentieth anniversary in Malaysia. During this time we have produced more than 16,000 graduates from more than 70 different countries. We provide a diverse and inclusive scholarly environment.

In 2017 Monash Malaysia was awarded a Six Star SETARA rating by the Malaysian Ministry of Education. This places us in the very top “outstanding” cohort of Malaysian Universities.

Monash University Malaysia is jointly owned by Monash University and the Jeffrey Cheah Foundation.

For further information see: www.monash.edu.my.

The Jeffrey Cheah School of Medicine and Health Sciences (JCSMHS) was established in 2005. The School’s vision is to become a leading medical school in Asia, as measured by the quality and impact of its teaching and research, and, through these, to engage with and serve the community. By pursuing this vision, the school contributes to the University’s mission to improve the human condition by advancing knowledge and fostering creativity.

The School offers the Bachelor of Medical Science and Doctor of Medicine, Bachelor of Psychological Science and Business, Bachelor of Psychological Science, Bachelor of Psychological Science and Business (Psychology) (Honours), Bachelor of Medical Science (Honours), Postgraduate Diploma in Biomedical Science, Master of Professional Counselling, Master of Biomedical Science and Doctor of Philosophy (PhD) programs.

Delivery of the medicine program is spread over several locations with the first two years being taught at the Monash University Malaysia in Bandar Sunway, Selangor while the subsequent three years being taught at the Clinical School in Johor Bahru.
POSITION PURPOSE

Reporting to the Head of School, the Senior Administrative Executive contributes to the goals of the School by providing high-level administrative and secretarial support to the Head of School and relevant staff in the Jeffrey Cheah School of Medicine and Health Sciences. The position supports the activities of the School by taking on a leadership role in managing the Head of School’s daily activities and operational requirements and works in a collegial manner with academic and administrative staff and internal and external stakeholders, contributes to the school’s education activities and undertakes ad-hoc projects. The position also supervises staff in the secretarial pool.

Reporting Line: The position reports to the Head of School, with supervision from the Senior School Manager

Supervisory Responsibilities: This position has one direct report

Financial Delegation: Not applicable

Budget Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Perform duties as Confidential Secretary to the Head of School (HoS)
   • Ensure effective management of the HoS itinerary including scheduling of appointments and diary management, travel arrangement, maintaining log of correspondences and filing, visitor management for the HoS’s office and other administrative support
   • Independently manage the HoS’s public email account to ensure matters are promptly attended to
   • Organise relevant committee meetings chaired by the HoS as assigned

2. Ensure overall workflow continuity
   • Develop, document, implement and improve business processes for office management to ensure workflow continuity and high level support for the office of the HoS, Deputy Heads and Senior School Manager
   • Oversee the school’s data management on behalf of the HoS
   • Liaise with the stakeholders in Segamat, Clinical School Johor Bahru, Monash University Australia, and Sunway Group on behalf of the HoS

3. Undertake other administrative functions
   • Manage the upkeep of documents for the academic staff’s registration with the Malaysian Medical Council and the renewal of their Annual Practising Certificates
   • Coordinate and submit academic staff’s applications for promotion
   • Coordinate and organise facilities for new staff
   • Communicate with staff on the outcome of their application for conference fund/leave
   • Manage the school’s petty cash
   • Ensure effective administrative support via the secretarial pool in all relevant matters including the booking of travel and accommodation for school staff
   • Disseminate messages on school related announcements
   • Act as Secretary for the School level meetings. This includes scheduling of meetings, preparation and distribution of agenda papers, arrangement of logistics, taking of minutes and carrying out follow-ups actions
   • Participate in campus/school events such as Open Day, Graduation and other events

For more information, please visit: http://www.med.monash.edu.my/
KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
   • A tertiary qualification with subsequent relevant experience or extensive experience in administrative roles; or
   • extensive experience and specialist expertise or broad knowledge in administrative fields

Knowledge and Skills

2. Ability to manage confidential and sensitive matters tactfully and discreetly
3. Excellent written and verbal communication skills
4. Ability to devise, document and implement business processes to support executive functions
5. Strong organisational skills, including prioritising workloads and working with tight deadlines
6. Ability to manage, motivate and develop staff to achieve desired outcomes

OTHER JOB RELATED INFORMATION

• Travel to other campuses of the University may be required
• There may be a requirement to work additional hours from time to time
• There may be peak periods of work during which taking of leave may be restricted

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Ethics, Equal Opportunity, Occupational Health and Safety, Conflict of Interest (including Conflict of Interest in Research), Paid Outside Work, Personal Data Protection, Conduct of Research, and Staff/Student Relationships.